

**Form 10-F**  
**Program Budget Request**  
\* Instructions \*

Revised 1/06

Form 10-F can be accessed at <https://164.165.152.56/sec/login.asp>

**A. Program Identification and Projected Funding Allocation**

1. One Form 10-F must be completed for each program for which funds are requested. The preprinted data are provided as currently on file in the State Division. If the name of the lead instructor needs to be changed or corrected, please email Donna Simpson at the Division at [dsimpson@pte.idaho.gov](mailto:dsimpson@pte.idaho.gov) completing the form online. *Professional-technical funds are to be used for "added costs" above and beyond the cost of a regular educational program.* Appropriate uses of funds are: instructional equipment, instructional materials and supplies, professional development, curriculum development, student organization supervision and time beyond the normal school year.
2. **Due Date: February 15**
3. Normally, professional-technical funds are for use in each of the approved professional-technical offerings of the district. However, to provide increased flexibility to the schools, up to 60 percent of the regular or occupational monies available to the district may be targeted to any one program in a given fiscal year. The balance of the funds is to be used in the remaining professional-technical programs of the district. Should this option be exercised, the intended use of funds should be explained and justified in the narrative that accompanies the 10F forms. 10Fs for all the affected programs should reflect the changes. If, in a given year, one program receives a major portion of the funds allocated, that program would not share in the major portion of the funds available in the following fiscal year.
4. The first reimbursement will be made in late December or early January and the balance on receipt of a Form 10-R. 10-R forms will be available online and are due July 15.
5. **Projected** program funding for the next fiscal year is printed on the form. This figure has been determined from the current number of reimbursable classes taught by all of the instructors in a particular program. Projected funding could change under two conditions: 1) Number of reimbursable classes taught are different from the current year; 2) Legislative appropriation is different from that anticipated.

**B. Description of Planned Use for Funds**

1. Professional-technical money is distributed to offset the added costs of operating professional-technical programs. Please list the planned use of funds for approvable items in the categories of Salaries and Benefits, Travel (including professional development), Other Expenses, Instructional Materials and Supplies, and Instructional Equipment. Column 1, Professional-Technical Budget Request, should only include the amounts the school is requesting from professional-technical supplemental funding (The total amount available is printed in the *projected* funding allocation box.). Column 2, Other Funding Sources, should include the balance of the activity costs including other local, state and federal funds that will be used.
2. **Budget Items and Narrative Description** *Narrative for all Budget items **MUST** be provided*
  1. Salaries, benefits and reimbursement for Time Beyond the Normal Academic Year. Up to 100 percent of a maximum of eight weeks beyond the normal academic year is approvable. Paid vacation may not be included. A brief rationale for the extension must be described. These contracts require that an appropriate program of work documenting activities in which the instructor is involved during the extended time be on file in the building principal's office.

Activities related to formal instruction, project visitations, establishment of work sites, student organizations, and professional improvement are allowable. It is expected that the primary focus of this extended time will be instructional activity, including project/work visitations. Only those benefits associated with the portion of actual salary reimbursed are allowable. Although the academic year salaries for regular professional-technical teachers are not reimbursable, please list that salary in the Other Funding Sources column. It demonstrates maintenance of effort.

2. Travel

Instructor travel costs relating to professional development, specialized instruction and supervision of student contests and conferences are reimbursable. Describe anticipated professional and program development activities which will improve the professional-technical program. Approvable activities include, but are not limited to: professional seminars, workshops, state sponsored meetings, summer conference and back-to-industry experiences related to the professional-technical program. *(Workshop fees may be included, but not professional dues or tuition costs.)* Travel for supervision of student conferences and contests should also be included here. The Division does not reimburse student conference travel through a separate process.

3. Other Expenses

Only those expenses not fitting into the other 4 categories should be included here. The primary use for this category is for outside services contracted by the district.

4. Instructional Materials and Supplies

Items to be purchased must be directly related to the program. Approvable instructional materials and supplies may include such items as: reference texts, student manuals, durable aids, and computer software. Regular classroom texts and other items associated with a standard instructional program are **not** reimbursable.

5. Instructional Equipment

Items to be purchased must be directly related to the program. **Equipment is defined as tangible property having a useful life of more than 2 years and an acquisition cost of \$500 or more per unit.** Instructional equipment must be identified on the Inventory Record (Form 25) which is submitted with the Reimbursement Request (Form 10-R).

6. *The total of Column 1, Professional-Technical Budget Request, should equal the projected funding allocation amount printed at the top of the form.*

**C. Signatures**

Assignment of login and password access to district employees by district administration is being used in lieu of signatures on 10-forms. Please make certain that access information is given to the appropriate individuals.

**D. Narrative (Must be included for budget approval)**

1. The narrative should describe what the money will buy. All equipment items should be listed.

## Information on Allowable Expenditures for State "Added Cost" Reimbursement

- A. Professional-technical money is distributed to offset the added costs of operating professional-technical programs. Costs associated with a normal classroom are not reimbursable (such as texts, regular teacher salary, desks, etc.)
- B. Approvable Items by Budget Category
1. **Salaries, benefits and reimbursement for Time Beyond the Normal Academic Year:** Up to 100 percent of a maximum of eight weeks (depending on program area) beyond the normal academic year is approvable. Paid vacation may not be included. These contracts require that an appropriate program of work documenting activities in which the instructor is involved during the extended time be on file in the building principal's office. Activities related to formal instruction, project visitations, establishment of work sites, student organizations, and professional improvement are allowable. It is expected that the primary focus of this extended time will be instructional activity, including project/work visitations. Only those benefits associated with the portion of actual salary reimbursed are allowable.
  2. **Travel:** Instructor travel costs relating to professional development, specialized instruction and supervision of student contests and conferences are reimbursable. Describe anticipated professional and program development activities which will improve the professional-technical program. Approvable activities include, but are not limited to: professional seminars, workshops, state sponsored meetings, summer conference and back-to-industry experiences related to the professional-technical program. **(Workshop fees may be included, but not professional dues or tuition costs.)**  
  
**Travel for supervision of student conferences and contests should also be included here.** The Division does not reimburse student conference travel through a separate process.
  3. **Other Expenses:** Only those expenses not fitting into the other 4 categories should be included here. The primary use for this category is for outside services contracted by the district.
  4. **Instructional Materials and Supplies:** Items to be purchased must be directly related to the program. Approvable instructional materials and supplies may include such items as: reference texts, student manuals, durable aids, and computer software. Regular classroom texts and other items associated with a standard instructional program are not reimbursable.

**Instructional Equipment:** Items to be purchased must be directly related to the program. **Equipment is defined as tangible property having a useful life of more than 2 years and an acquisition cost of \$500 or more per unit.** Instructional equipment must be identified on the Inventory Record (Form 25) which is submitted with the Reimbursement Request (Form 10-R).